

**DIRECTIVE NUMBER: 200-05-05**

**DATE:** February 15, 2013

**TO:** All Components of the Department of Labor

**FROM:** Lana Gordon, Secretary of Labor

**SUBJECT:** Policy Used in Auditing Travel Vouchers

1. Purpose. To explain policy used in auditing travel vouchers and information required on travel vouchers.
2. Reference. The basis for all policy decisions when auditing travel vouchers is the Department of Administration & On-line Employee Travel Expense Reimbursement Handbook, <http://www.da.ks.gov/ar/employee/travel/travbk.htm> and Agency policy as contained in the "On-line DOL Travel Handbook".
3. Policy. Section 3100C, <http://www.da.ks.gov/ar/employee/travel/travbk.htm#Paragraph3100>, of the Department of Administration Handbook states travel by privately-owned or operated conveyance is deemed to be by the usually traveled, most direct route. Travelers must plan their trips carefully to conform to this section.
  - Chart mileage will be shown between official station and city closest to destination. Any additional mileage necessary to arrive at point of contact beyond the center of the city or town will be shown in a separate entry as vicinity miles. Vouchers will show the nature of official business and the name of the business or the person contacted.
  - All travelers within the Agency are to use the following method in calculating private vehicle mileage reimbursement: The private vehicle mileage shall be rounded to the nearest mile and the amount due calculated at the authorized rate. The dollar amount is then rounded up to the nearest whole cent and shown on the travel voucher.
  - Information and maps published by the Kansas Department of Transportation are used to verify mileage as reported or claimed by the traveler. **No longer are employees required to break out Kansas Turnpike mileage, KDOT mileage will be used.** For point to point travel the agency will use the Map Quest website <http://www.mapquest.com> to verify mileage in instances where the employees are not sure. Employees are encouraged to use this website.
  - The Fiscal unit has a "Travel Expense Report" form K-MGT 5009 for travelers to use. [https://intra.dol.ks.gov/Files/PDF/kmgt5009\(Rev\\_6-10\).pdf](https://intra.dol.ks.gov/Files/PDF/kmgt5009(Rev_6-10).pdf)
  - Individuals who do a lot of traveling are encouraged to submit an expense report more than once a month. For the occasional traveler, a report should be submitted once the trip is completed.

- Expense reports may be typed, or legibly written in ink
4. Action Required. All staff are to adhere to the contents of this directive.
  5. Inquiries. Annette Morris, (785) 296-5000 x2554.

Lana Gordon, Secretary of Labor  
*Signature on file*

Rescissions: 200-02-02	Expiration Date: Continuous
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